

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**POSITION VACANCY ANNOUNCEMENT**

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**CHILD AND FAMILY SERVICES AGENCY**  
**OFFICE OF THE DEPUTY DIRECTOR FOR HUMAN RESOURCES**

<b>ANNOUNCEMENT NO:</b> CFSA-05-J018	<b>POSITION:</b> ADMINISTRATIVE REVIEW PROGRAM MANAGER, MS-301-14
<b>OPENING DATE:</b> 11-04-04	<b>CLOSING DATE:</b> 11-18-04
<b>IF "OPEN UNTIL FILLED"</b> <b>FIRST SCREENING DATE:</b> _____	<b>SALARY RANGE:</b> \$73,582 - \$96,008 Per Annum
<b>WORK SITE:</b> WASHINGTON, D.C.	<b>TOUR OF DUTY:</b> 8:15 A.M. TO 4:45 P.M. Monday – Friday
<b>PROMOTION POTENTIAL:</b> NONE	<b>AREA OF CONSIDERATION:</b> UNLIMITED
	<b>NO. OF VACANCIES:</b> One (1)
<b>AGENCY:</b> CHILD AND FAMILY SERVICES AGENCY (CFSA) – ODDCP, QIA, QID	
<b>DURATION OF APPOINTMENT:</b> MANAGEMENT SUPERVISORY SERVICE (AT WILL)	

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**"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICE (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.**

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**RESIDENCY PREFERENCE AMENDMENT ACT:** An applicant for a position in the Management Supervisory Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the DC. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

**BRIEF DESCRIPTION OF DUTIES:**

The incumbent is responsible for the day-to-day management of the Administrative Review program. Assigns, reviews and evaluates the work of AR staff for adherence to regulations, policies and standards. Makes recommendations on employee promotions and or reassignment. Resolves complaints, provides counseling and makes provisions for development training for the staff. Provides direct supervision to two supervisors and technical support staff to ensure that goals and objectives of the Division are effectively performed and that productivity is maintained. Serves as the program representative on various inter/intra Agency committees and task force groups focusing on child welfare issues. Manages the review and evaluation of Agency service delivery programs and operations to facilitate program compliance, promote acceptable standards of service delivery and increase revenue-generating capabilities. Reviews summary reports and management reports and ensure that key policy and program compliance issues are adequately addressed. Prepares monthly management reports that summarize the results of work activity, identifies accomplishments, defines operational deficiencies and outlines the corrective measures to improve service delivery and achieve program compliance. Conducts program performance evaluations and prepare reports, for the QI Administrator, pointing out shortcomings or potentially controversial or conflicting situations, which require his/her involvement for resolution.

**QUALIFICATION REQUIREMENTS:**

One (1) year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Thorough knowledge of the issues, problems and factors that affect the delivery of services and general literature in the field of child welfare, to assess the feasibility of current operating programs, develop and plan more effective operations;
2. Extensive knowledge of Public Law 96-272, the Adoption Assistance and Welfare Act of 1980, D.C. Law 2-22, the Child Abuse and Neglect Act of 1977, Public Law 105-89, Adoption and Safe Families Act of 1997, the Modified Final Order, as well as other relevant mandates and regulations related to Agency operations;
3. Knowledge of Administrative Review of children in foster care in the District of Columbia as well as current trends nationally/locally;
4. Ability to present recommendations and conclusions based on analyses and evaluation in such form and manner as are most useful to Agency management; and
5. Experience that demonstrates the ability to manage and to direct the day-to-day activities of professional and support staff.

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**OTHER SIGNIFICANT FACTORS:** Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check and Child Protection Registry (CPR). Employment with the CFSA is subject to satisfactory findings.

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DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

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APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

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HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

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<b>MAIL TO:</b>	<b>Child and Family Services Agency Office of the Deputy Director for Human Resources 400 6<sup>th</sup> Street, SW Washington, DC 20024</b>	<b>WALK-INS:</b>	<b>955 L'Enfant Plaza, 5<sup>th</sup> Floor Washington, D.C. 20024</b>
<b>TO APPLY:</b>			
<b>FAX TO:</b>	<b>(202) 727-5750</b>	<b>WEB SITE:</b>	<b><a href="http://www.cfsa.dc.gov">www.cfsa.dc.gov</a></b>
<b>EMAIL TO:</b>	<b><a href="mailto:Cfsajobs@cfsa-dc.org">Cfsajobs@cfsa-dc.org</a></b>	<b>TELEPHONE:</b>	<b>(202) 724-7373</b>

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IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

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SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

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OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OFFICE OF THE DEPUTY DIRECTOR FOR HUMAN RESOURCE

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